NAGMA SHAIKH

08, UNITY HEIGHT MHADA COLONY

MUMBRA, 400612

8433540306

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# SKILLS

1. Experienced in sales and handling foreign clients.
2. Greet customers and ascertain what each customer needs.
3. Adopt a team approach to achieve objectives.
4. Excellent communication skill and attitude towards each customer.

# **EXPERIENCE**

## FAB INDIA, Location *- CUSTOMER RELATIONSHIP EXECUTIVE*

MAY 2019 - OCTOBER 2019

* Mejor tasks include sales and promotion of the products.
* Responsible for generating and analyzing monthly sales reports.

## JM GLOBAL SERVICE, Location *- CUSTOMER RELATIONSHIP EXECUTIVE*

MAY 2020 - SEPT 2020

# **EDUCATION**

## R. J. COLLEGE, GHATKOPAR *- B.A*

JUNE 2016 - MAR 2019

## ST MARY COLLEGE, MUMBRA *- H.S.C*

MONTH 2015 - MONTH 2016

## AMRIT EDUCATION SCHOOL, MUMBRA *- S.S.C*

MONTH 2014 - MONTH 2015

# **AWARDS**

1. FAB INDIA (*TOP PERFORMER AWARD*)
2. KOHINOOR BUSINESS SCHOOL SINGING COMPETITION (*1st Prize*)